



May 29, 2020

Meeting Notice
Records Commission
June 2, 2020

Due to the coronavirus (COVID-19) pandemic, Whitehouse Village Council is urging citizens to access public meetings remotely. You may do so by phone by dialing **1-408-418-9388**. You will then be prompted to press the following access code **795-936-179**. The Password will be **2223**. To help minimize background noise, **please make sure that you mute your microphone.**

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 2, 2020 at 6:00 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the June 4, 2019 Meeting Minutes
- IV. Appoint Chairman of 2020 Records Commission
- V. Review Retention List
- VI. Additions to Record Retention Schedule
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty, CPA
Village Administrator

Records Commission
Minutes of June 4, 2019

The meeting was called to order at 5:04 p.m. by Mark McDonough.

Members present: Jordan Daugherty, Mark McDonough, Fred Ortner and Kevin Heban. Others present: Jill Gundy

Motion by Mark McDonough, seconded by Kevin Heban to approve the minutes of the June 5, 2018 meeting as presented. Motion was carried by a voice vote.

Motion by Jordan Daugherty, seconded by Kevin Heban to appoint Mark McDonough as Chairperson of the Records Commission. Motion was carried by a voice vote.

The Commission reviewed the items on the retention list.

Motion by Jordan Daugherty, seconded by Kevin Heban to approve the retention list. Motion was carried by a voice vote.

Mark McDonough asked for any other business.

Commission decided that the next scheduled Records Commission meeting would be June 2, 2019 at 6:00 p.m.

Motion by Fred Ortner, seconded by Jordan Daugherty to adjourn the meeting. Motion carried and the meeting adjourned at 5:08 p.m.

Respectfully submitted,

Jill Gundy
Account Clerk

Destruction Date	Year Created	Title	Dept.	RC-3 Necessary (Y/N)
		Administration		
By 12/31/2019	2017	Shelterhouse Reservation Forms	ADM	N
By 12/31/2019	2017	Contrator Registration Forms	ADM	N
By 12/31/2019	2004	Agreements	ADM	N
By 12/31/2019	2017	Bids Unsuccessful	ADM	N
By 12/31/2019	2004	Contracts	ADM	N
By 12/31/2019	2014	Expired Tax Abatements Enterprise Zone & CRA's Files	ADM	N
By 12/31/2019	2017	Non-Executed	ADM	N
By 12/31/2019	2017	General Correspondence	ADM	N
By 12/31/2019	2016	Issue II Applications Unsuccessful	ADM	N
By 12/31/2019	2017	Request for Proposals	ADM	N
By 12/31/2019	Past the life of purchase	Vehicle & Equipment Purchase	ADM	N
		Council		
By 12/31/2019	2009	Agenda Packages for Council	COU	N
By 12/31/2019	2017	Files & Correspondence	COU	N
By 12/31/2019	2014	Legal Notices	COU	N
By 12/31/2019	2016	Liquor License Approval	COU	N
By 12/31/2019	2018	Liquor License Denied	COU	N
By 12/31/2019	2009	Meeting Notices	COU	N
By 12/31/2019	2014	Petitions	COU	N
By 12/31/2019	2017	Proclamations	COU	N
By 12/31/2019	2009	Public Hearing Notices	COU	N
By 12/31/2019	2016	Speeches/Presentations	COU	N
By 12/31/2019	2014	Subject & Administrative Files	COU	N
		Finance		
By 12/31/2019	2016	All purchase orders	FIN	N
By 12/31/2019	2016	Water Stubs	FIN	N
By 12/31/2019	2013	1099 Forms & Transmittals	FIN	N
By 12/31/2019	2017	Accident Reports (Employees)	FIN	N
By 12/31/2019	2018	Applications for Employment	FIN	N
By 12/31/2019	2014	Applications for Water Service	FIN	N
By 12/31/2019	2018	Accounts Receivable Invoices	FIN	N
By 12/31/2019	2014	Annual Appropriation Ordinances (Copies & Workpapers)	FIN	N
By 12/31/2019	2012	Annual Certificate of Estimated Resources	FIN	N
By 12/31/2019	2014	Annual Employee Leave Use/Balances	FIN	N
By 12/31/2019	2014	Annual Report of Auditor of State	FIN	N
By 12/31/2019	2014	Audit Reports/Auditor of State	FIN	N
By 12/31/2019	2016	Balance Sheets/FIN/UTYX	FIN	N
By 12/31/2019	2014	Bank Statements & Deposit Receipts/Cancelled Checks	FIN	N
By 12/31/2019	2016	Bi-Weekly Payroll Detail Check Register	FIN	N
By 12/31/2019	2016	Check Register	FIN	N

By 12/31/2019	2013	Contracts & Agreements	FIN	N
By 12/31/2019	2014	December 31 Whole System Back Up Tapes	FIN	N
By 12/31/2019	2017	Employee Earnings Worksheets/data input	FIN	N
By 12/31/2019	2013	Employee Quarterly Earning City Tax Report	FIN	N
By 12/31/2019	2013	Employee Quarterly Federal Tax Return	FIN	N
By 12/31/2019	2012	Encumbrance & Expenditure Journal	FIN	N
By 12/31/2019	2013	Federal & State W-2 Form Transmittal	FIN	N
By 12/31/2019	2016	Finance Month End Back Up Tapes	FIN	N
By 12/31/2019	2016	Finance Year End Back up Tapes	FIN	N
By 12/31/2019	1999 (Expired)	Fire Contract (Provide Fire protection to Township)	FIN	N
By 12/31/2019	2017	General Files or Correspondence	FIN	N
By 12/31/2019	2016 (Grant Expiration)	Grants & Loans	FIN	N
By 12/31/2019	2014 (Resolved)	Grievance Hearing Report	FIN	N
By 12/31/2019	2014	Insurance Claims	FIN	N
By 12/31/2019	2016	Monthly Collection Report-Water/Sewer	FIN	N
By 12/31/2019	2016	Overtime Reports & Records	FIN	N
By 12/31/2019	2017	Pay-in Orders	FIN	N
By 12/31/2019	2016	Payroll Detail Check Register	FIN	N
By 12/31/2019	2016	Payroll Sheets	FIN	N
By 12/31/2019	2016	Payroll Year End Back Up Tapes	FIN	N
By 12/31/2019	2017	Payroll Year End Reports	FIN	N
By 12/31/2019	2017	Petty Cash Record	FIN	N
By 12/31/2019	2013	Proof of Publication	FIN	N
By 12/31/2019	2013	Rate Schedules	FIN	N
By 12/31/2019	2017	Receipt Books	FIN	N
By 12/31/2019	2017	Reports to Bureau of Employment Services	FIN	N
By 12/31/2019	2016	Requisitions	FIN	N
By 12/31/2019	2016	Retirement Reports (PERS, Police, & Fire)	FIN	N
By 12/31/2019	2009	Settlement Sheet or Tax Distribution from City Aud	FIN	N
By 12/31/2019	2018 (Expired)	Solicitor or Peddler Permits	FIN	N
By 12/31/2019	2016	Survey of Local Government	FIN	N
By 12/31/2019	2009	Tax Appeals Real Estate	FIN	N
By 12/31/2019	2016	Tax Settlement Reports	FIN	N
By 12/31/2019	2017	Time Slips	FIN	N
By 12/31/2019	2013	Transmittal of Wages & Tax Statement Ohio Tax	FIN	N
By 12/31/2019	2017	Voided Checks	FIN	N
By 12/31/2019	2016	Vouchers	FIN	N
By 12/31/2019	2013	W-2 Forms	FIN	N
By 12/31/2019	2016	Water Usage Reports	FIN	N
By 12/31/2019	2016	Water/sewer Meter Book Cards	FIN	N
By 12/31/2019	2013	Withholding Payments	FIN	N
		Fire		

By 12/31/2019	2016	All purchase orders	FIR	N
By 12/31/2019	2018	Accident Files	FIR	N
By 12/31/2019	Life of Equip	Air Quality Reports	FIR	N
By 12/31/2019	Life of Equip	Apparatus Checks	FIR	N
By 12/31/2019	Until Equip is out of service	Bids for Equipment (Successful)	FIR	N
By 12/31/2019	2016/2018	Bids for Equipment (Unsuccessful)	FIR	N
By 12/31/2019	Life of Equip	Facepiece/POSI Checks	FIR	N
By 12/31/2019	2015 (grant close date)	FEMA Grants (Awarded)	FIR	N
By 12/31/2019	2014	FEMA Grants (Not Awarded)	FIR	N
By 12/31/2019	2015	Firework Permit	FIR	N
By 12/31/2019	2015 (grant close date)	Grants (Awarded)	FIR	N
By 12/31/2019	2016	Grants (Not Awarded)	FIR	N
By 12/31/2019	Life of Equip	Hose Testing	FIR	N
By 12/31/2019	2017	Inspection Checklist	FIR	N
By 12/31/2019	2009 (Final Settlement)	Insurance Claim Files	FIR	N
By 12/31/2019	Life of Equip	Ladder Testing	FIR	N
By 12/31/2019	2017	Misc. Correspondence	FIR	N
By 12/31/2019	2014	Non-Emergency/Public Service Reports	FIR	N
By 12/31/2019	2017	Safety Council Correspondence	FIR	N
By 12/31/2019	2018	Safety Council Programs Attended	FIR	N
By 12/31/2019	2018	Safety Council Programs Offered	FIR	N
By 12/31/2019	2009	Safety Meeting Agendas	FIR	N
By 12/31/2019	2017	Safety Meeting Attendance Records	FIR	N
By 12/31/2019	2018	Safety Newsletters	FIR	N
By 12/31/2019	2017	Tent Permit Applications	FIR	N
By 12/31/2019	Life of Vehicle	Truck Mileage Records	FIR	N
By 12/31/2019	Life of Vehicle	Truck Repair Records	FIR	N
By 12/31/2019	2018	Video Loan Request	FIR	N
By 12/31/2019	2017	Work Schedule (part-time)	FIR	N
		Police		
By 12/31/2019	2016	All purchase orders	POL	N
By 12/31/2019	2009	Accident Reports	POL	N
By 12/31/2019	1999	Activity Log	POL	N

By 12/31/2019		Background Requests for Other Law Enforcement Agencies	POL	N
By 12/31/2019	2012	Bicycle License Register	POL	N
By 12/31/2019	2017	General Correspondence	POL	N
By 12/31/2019	1999	Criminal Prosecutions	POL	N
By 12/31/2019		In-Car Police Video Evidentiary	POL	N
By 12/31/2019		In-Car Police Video Non-Evidentiary	POL	N
By 12/31/2019	2017	Parking Tickets	POL	N
By 12/31/2019		Police Body Cam Videos Evidentiary	POL	N
By 12/31/2019		Police Body Cam Videos Non-Evidentiary	POL	N
By 12/31/2019	2017	Police Shift Schedules	POL	N
By 12/31/2019	1994/2014	Property Room Log and Records	POL	N
By 12/31/2019		Social Media (Facebook, Twitter, etc)	POL	N
By 12/31/2019	2009	Traffic Citations	POL	N
		Public Works		
By 12/31/2019	2009	Analytical Data/Chemical Analysis/Monitoring	PW	N
By 12/31/2019	2009	Bacterial Analysis Records	PW	N
By 12/31/2019	2009	Daily Chlorination Report	PW	N
By 12/31/2019	2013	Daily Laboratory Testing Records	PW	N
By 12/31/2019	2016	Daily Meter Repair Sheets	PW	N
By 12/31/2019	2016	Day Books	PW	N
By 12/31/2019	2009	Distribution System Bacteriological Sampling Records	PW	N
By 12/31/2019	Life of Equip	Equipment Maintenance Records	PW	N
By 12/31/2019	2014	Flow Charts	PW	N
By 12/31/2019	2017	General Correspondence	PW	N
By 12/31/2019	2014	Laboratory Testing Records	PW	N
By 12/31/2019	2015	Meter Books	PW	N
By 12/31/2019	2016	Meter Test Records	PW	N
By 12/31/2019	1989	Monthly Laboratory Testing Summary Reports	PW	N
By 12/31/2019	2009	Operating Logs	PW	N
By 12/31/2019	2014	Rainfall Statistics	PW	N
By 12/31/2019	2009	Record of Chemical Analysis	PW	N
By 12/31/2019	2014	Sewer Testing Records	PW	N
By 12/31/2019	2016	Shut Off List	PW	N
By 12/31/2019	2014	Utility Permits (Electric, Bell Pole Location)	PW	N
By 12/31/2019	Until Sold	Vehicle Maintenance Records	PW	N
By 12/31/2019	2009	Well Field Daily Books	PW	N
By 12/31/2019	2009 (Capped)	Well Maintenance and Field Logs	PW	N
		Tax		
By 12/31/2019	2012	Tax Returns	TAX	N
By 12/31/2019	2014	Daily Cash Sheets	TAX	N
By 12/31/2019	2012	Detail Cash Receipts	TAX	N
By 12/31/2019	2017	General Correspondence	TAX	N
By 12/31/2019	2014	Inactive Accounts	TAX	N

By 12/31/2019	2012	Income Tax Batch Transaction Listing-Daily	TAX	N
By 12/31/2019	2012	Income Tax Cash Receipts - Daily	TAX	N
By 12/31/2019	2016	Reconciliation Sheets	TAX	N
By 12/31/2019	2012	Reconciliations-Withholding & W-2's	TAX	N
By 12/31/2019	2012	Refund Records	TAX	N
By 12/31/2019	2012	Tax Audits & Prosecutions	TAX	N
By 12/31/2019	2012	Tax Balance Due Reports (Periodic As Needed)	TAX	N
By 12/31/2019	2013	Uncollectable Income Tax Accounts	TAX	N
By 12/31/2019	2012	Withholding Quarterly Payments	TAX	N
By 12/31/2019	2012	Withholding Records	TAX	N